Assistant Director: Greening and Open Space Management (EP 09/2019)

Salary: R 470 040 per annum (all inclusive remuneration package)

Centre: Pretoria

Requirements:

- A Bachelor’s Degree or an appropriate three (3) year tertiary qualification in Environmental Management, Development Studies, Natural Sciences (Zoology, Botany, and Geography), Nature Conservation, Social Sciences or equivalent qualification.

- Experience in any of the following fields: Environmental Management, Biodiversity Conservation, Landscape/Horticulture, Spatial Environmental Planning, Community Development.

- Previous experience in Project Management, Expanded Public Works Programme and or related public employment programmes will be an added advantage.

- Knowledge of monitoring and evaluation practices, conceptualization, problem solving, process design skills, computer literacy and good communication skills.

- The successful candidate must have a valid driver’s license as he/she will be expected to travel extensively and ability to work under pressure.

Duties:

- Provide content support to the Deputy Director in the planning processes (pre-planning, evaluation and recommendation of business plans) for the Greening & Open Space Management projects.

- Co-ordinate and provide administration support to the process of sourcing new projects for funding. Evaluation of project proposals received from various proponents and maintenance of records for project evaluation committees.

- Prepare quality audits plans for projects under implementation and consolidation of quality audit reports.

- Support the review of programme criteria, planning tools, guidelines and policies for Environmental Protection and Infrastructure Programme.

- Support the business plan amendment processes for projects under implementation.
• Facilitate stakeholder engagements with Branches of the department and relevant public entities.

**Enquiries:** Ms. N Mtalana, Tel: 012 399 9660  
**For Attention:** Ms. Lerato Ngobeni  
**Closing date:** 24 June 2019